

## ABSTRACT OF THE DISCLOSURE

A meta-document includes an object conveying document information, processing information pertaining to processing of the meta-document and metadata for indexing and retrieving the processing information. The processing information is recorded on the meta-document each time the meta-document is processed in some manner. Each time processing information is recorded on the document, appropriate metadata for indexing and retrieving the processing information is also stored on the meta-document. Creation and recording of the processing information and associated metadata on the meta-document may be accomplished externally by the particular source or environment to which the meta-document may be residing. Alternatively, each meta-document may include a tool (e.g., a software program or macro) embedded on the object. Whenever the meta-document is accessed or processed, the embedded tool creates the appropriate processing information and associated metadata.